

Securities Examiner – Entry Level

Position Description

Under close progressing to limited supervision of the Bureau Director, this position: assists the Division in the protection of Wisconsin investors; administers provisions of the Wisconsin Uniform Securities Law, Chapter 551, Wis. Stats. relating to the issuance of initial and renewal of broker-dealer, agent, investment adviser and investment adviser representative registrations; conducts examinations of the records and business of registered securities firms to ensure compliance with the Wisconsin Uniform Securities Law; processes securities product registration applications and exemption filings; and investigates investor complaints against registered firms and individuals to determine if violations of the Wisconsin Uniform Securities Law have occurred and recommends administrative action where appropriate.

Goals and Worker Activities

25% A. Administer provisions of Ch. 551 Wis. Stats., relating to registration and regulation of broker-dealers, securities agents, investment advisers and investment adviser representatives.

- A1. Examine and evaluate initial, renewal and amended registration applications for broker-dealers, securities agents, investment advisers and investment adviser representatives.
- A2. Review qualifications, training and experience of applicants. Analyze applicants' proposed plans of doing business.
- A3. Review and maintain application amendments, updating computer records as needed.
- A4. Communicate with registrants, applicants, securities industry members and regulatory agencies concerning laws and rules governing registrants.
- A5. At the direction of the Director, assist with investigations into the business practices of registered broker-dealers, securities agents, investment advisers and investment adviser representatives.
- A6. Assemble, analyze and summarize documents, financial records and other evidence and information obtained during investigations.
- A7. Determine extent of violations and make recommendations for their resolution or further action.

25% B. Assure securities industry compliance with the Wisconsin Uniform Securities Law and fair business practices with the investors of Wisconsin.

- B1. Participate in on-site and/or desk examinations of the records, supervisory procedures and systems, and securities transactions of registered broker-dealers and securities agents, investment advisers and investment adviser representatives.
- B2. Evaluate examination findings to identify operating deficiencies and/or securities law or rule violations.
- B3. Assist in preparing written examination analyses, reports and correspondence necessary to insure compliance and corrective action. Effectively recommend case closing or further investigations.
- B4. Assist with educational or outreach efforts directed toward registered investment advisers.

20% C. Insure the viability of the investor education program and the resolution of investor complaints.

- C1. Assist with the preparation and dissemination of investor education, through social media or other means of investor outreach.
- C2. Investigate and respond to inquiries and complaints from Wisconsin investors. Establish and maintain records of same.

15% D. Process securities product registration and exemption filings.

- D1. Review and approve filings submitted for securities product registration and/or exemptions from registration.
- D2. Update computer records of securities filings as needed.
- D3. Review and respond to inquiries relating to securities registration and exemptions from investors, securities professionals, and attorneys representing such persons.

15% E. Other

- E1. Assist with special projects or reports, as requested by the Director.
- E2. Participate in the development of policies and procedures consistent with the Wisconsin Uniform Securities Law.

Knowledge and Skills

- Knowledge of Wisconsin Uniform Securities Law and federal securities laws
- Understanding of securities industry terminology and practices
- Prior securities industry experience preferred
- Effective interviewing and investigatory techniques (including internet research)
- Ability to establish and maintain effective internal and external working relationships
- Proper use of grammar Syntax, usage and professional courtesies
- Effective oral and written communication techniques
- Basic use of spreadsheet, database and word processing techniques
- Ability to exercise sound judgment in applying Division policies and procedures
- Special Requirement: Must possess a valid WI driver's license